

# Federal Work Study Appointment Form

## Section 1: Completed by student (Print)

Banner ID: B \_\_\_\_\_

\_\_\_\_\_  
(Last) Name First MI

Social Security # \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
(Permanent) Street Address City State Zip Code

Student Phone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Other/Parent Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## Section 2: Completed by hiring supervisor

JOB# \_\_\_\_\_

**Supervisor's Certification:** Student named above has been hired for this work study position at:

Name of *Department* or *Off Campus Agency*: \_\_\_\_\_

On Campus Address: (Building/Room) \_\_\_\_\_ Phone Ext: \_\_\_\_\_

Off Campus Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Street Address City State Zip Code

☐

**I have reviewed the student's Eligibility Letter. The student is eligible for Federal Work Study and may work up to an average of \_\_\_\_\_ hours per week. I will not let him/her exceed this amount.**

Supervisor's Name (Print): \_\_\_\_\_ Supervisor Ext.: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Hire date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Important Note: Student must return this form to the Financial Aid Office before being put on payroll.**

## Section 3: Completed by Financial Aid Office

Term: Fall/Spr 2015-16 ☐

Spring 2016 ☐

Summer 2016 ☐

Agency Code: **2 8 1 6 3**

ON/OFF campus code: \_\_\_\_\_

Family Income Code:

### Dependent (undergraduate)

A \$ 0 → 5,999  
B \$ 6,000 → 11,999  
C \$ 12,000 → 23,999  
D \$ 24,000 → 29,999  
E \$ 30,000 → 41,999  
F \$ 42,000 → 59,999  
G \$ 60,000 → & over

**All Graduate Students:  
use "I"**

### Independent (undergraduate)

J \$ 0 → 1,999  
K \$ 2,000 → 3,999  
L \$ 4,000 → 7,999  
M \$ 8,000 → 11,999  
N \$ 12,000 → 15,999  
O \$ 16,000 → 19,999  
P \$ 20,000 → & over

**Authorized For Period**      **Total Award Amt**      **Award Duration**      **Hourly Rate**      **Income Code**  
July 1, 2015 -June 30, 2016    \$ \_\_\_\_\_      \_\_\_\_\_      \$ 8.75      \_\_\_\_\_ (chart above)

July 1, 2016 – June 30, 2017    \$ \_\_\_\_\_      **Birth date:** \_\_\_\_\_      **ID:** \_\_\_\_\_  
(Local Campus ID)